



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JAPAN  
UNIT 45005  
APO AP 96343-5005

20 OCT 2021

APAJ-GA-CP

COMMAND POLICY MEMORANDUM 21-18

FOR SEE DISTRIBUTION

SUBJECT: Local National Priority Placement Program (LN PPP) Policy Procedures

1. REFERENCES.

a. Department of Defense Instruction (DODI) 1400.25, Volume 1231, Employment of Foreign Nationals, 5 July 2011.

b. U.S. Pacific Command (USPACOM) Instruction 0201.1, Personnel Administration for U.S. Forces Foreign National (FN) Civilian Employees in U.S. Pacific Command (USPACOM) Foreign Areas, 24 August 2005.

c. Master Labor Contract (MLC), DA-92-577-FEC-28000, 1 October 1957.

d. Mariners Contract (MC), DA-92-557-29000, 20 January 1972.

e. Indirect Hire Agreement (IHA), DA-92-557-FEC-29000, 25 January 1972.

2. PURPOSE. To establish the LN PPP policy and procedures when an encumbered position is affected by management directed actions such as transformation, realignments, reconfiguration of organizational structures, mission transfers/elimination, funding restrictions, manpower study determinations, or similar actions. This policy will provide a continuous stable employment by prioritizing placement of affected incumbents to permanent vacant positions.

3. APPLICABILITY. This applies to all United States Army Japan (USARJ) staff directorates, subordinate commands, assigned and attached units, other units, and activities for which the Army is their Executive Agent, to include all activities within the USARJ area of responsibility employing Local National (LN) employees.

4. POLICY. Effective immediately, LN employees whose positions are identified for elimination/abolishment as a result of management actions stated in paragraph 2. above will be provided a priority placement opportunity to vacant LN positions in accordance with the procedures set below:

a. Vacant LN positions will be used to place qualified PPP registrants. Prior to announcing a vacant position or extending a job offer to a selectee, vacancies will be cleared against the PPP Registrant List to ensure that there are no qualified candidates from the PPP pool of registrants. Action with an intent to avoid making an offer to a PPP registrant, such as changing the duties, grade, location, working conditions, delaying recruit actions, etc. are considered a violation of this policy.

b. Commanders and supervisors will support this program and cooperate to ensure that a PPP registrant is considered based on the qualification, knowledge, skills, and abilities (KSA) to perform the duties of the vacant position and will accept the placement unless there are significant KSAs required of the vacant position that a PPP registrant does not have. Reason for non-acceptance of placement of a PPP registrant will be provided to the servicing personnel office. Activity-specific or activity-unique knowledge required by an organization that can be learned through training and experience is not a valid reason denying placement of a PPP registrant.

## 5. RESPONSIBILITIES.

a. Civilian Personnel Management Division (CPMD), Assistant Chief of Staff (ACS), G-1 will oversee the program to include providing policy guidance and instructions. The Civilian Personnel Director (CPD) is the approving official for exception to this policy, investigate reports of non-compliance, and direct corrective action. CPMD may order job freezes, as necessary, to avoid political or labor issues. CPMD will--

(1) Conduct periodic evaluations to ensure program compliance and effectiveness, modifies and, update this policy as necessary to meet the needs of the command.

(2) Provide overall management and policy direction on LN PPP in accordance with this policy to include investigating non-compliance and taking appropriate corrective actions.

(3) Make final determination on placement disputes elevated by the Contracting Officer's Representative (COR) for decision.

b. The servicing personnel offices are responsible for day-to-day administration of the LN PPP to include providing advice and assistance to commanders, managers and employees on placement program provisions, ensuring PPP eligible employees are registered, and ensuring vacancies/selections are cleared against the PPP Registrant List. Servicing personnel office will--

(1) Maintain the PPP Registrant Lists in the order of their priority groups: (1) Permanent Group and (2) Post Retired Employee (PRE) Group.

(2) Review recruitment requests to determine if placement of a PPP registrant may be made. If there is more than one qualified registrant in the same group, the selecting official will be provided an opportunity to select a registrant that best matches their requirement. Permanent employees will be considered and placed before post retired employees.

(3) Review reasons for non-concurrence with placement of a PPP registrant and determine if the justification complies with this policy. When the servicing personnel office determines that the justification does not comply with this policy, management will be advised. For disputes over non-placement, procedures in paragraph 7g will apply.

(4) Maintain updated copies of employee's resume, rating sheets and related documents, referrals, clearances, justifications, job offers, declination, etc.

(5) Ensure that required background check, physical and job requirements are met prior to extending an offer to registrants.

c. Commanders, Directors and Supervisors will—

(1) Immediately report to the servicing personnel office any management plans or mission changes that may have an impact on LN employment.

(2) Cooperate and support this program by ensuring that PPP registrants are considered based on their qualifications, knowledge, skills and abilities.

(3) Provide a fair and equitable process when considering and initiating interviews with registrants.

(4) Prepare justifications for non-acceptance of the placement of a qualified PPP registrant to include reasons why the registrant may not be placed in the vacant position and the impact to the mission if placement is made.

(5) Avoid repeated denial of a placement.

## 6. DEFINITIONS.

a. PPP Eligible Employee. A permanent or post retired employee whose position is being abolished as a result of management actions stated in paragraph 2 of this policy.

b. **Commuting Area.** The area within which an employee can be reasonably expected to commute daily between their permanent residence and duty station. The normal commuting distance is approximately two (2) hours from the employee's residence and duty station.

c. **Creditable Length of Service.** Creditable length of unbroken employment as defined in the contracts and agreements.

d. **Valid Offers.**

(1) An offer of a position within the commuting area that a PPP registrant qualifies in same type of employment, basic wage table, grade and base pay.

(2) An offer of a position that the PPP registrant qualifies and voluntarily requested consideration (different type of employment, lower grade, different BWT, outside the commuting area, etc.) When a registrant is placed into a lower graded position, saved pay provisions will apply in accordance with the contracts and the agreement.

e. **Multiple Offers.**

(1) PPP registrants may be offered more than one position when both selections are made and received by the servicing personnel office on the same business day.

(2) If there is match after a PPP registrant is referred, no subsequent matches will be made. The servicing personnel office will inform selecting official that the registrant has received a valid offer.

f. **Qualified Candidate.** A PPP registrant who meets the minimum qualification requirements and clearly possesses the KSAs to successfully perform the duties of the position is a qualified candidate.

g. **Priority.** Priority will be given to PPP registrants in the following order.

(1) **Priority 1.** Permanent employee encumbering a position identified for elimination/abolishment under paragraph 2 of this policy.

(2) **Priority 2.** Post retired employee encumbering a position identified for elimination/abolishment under paragraph 2 of this policy.

7. PROCEDURES. LN PPP will be managed at the component level to ensure consistency and compliance throughout the United States Army in Japan.

a. PPP Registrant List. PPP eligible employees will be pooled in one consolidated PPP Registrant (PPPR) list. PPP registrants will be placed in the order of their priority in paragraph 6g above.

b. Registration. The servicing personnel office will provide counseling and assist interested employees during the registration process. Eligible employees who wish to register in the LN PPP will submit an updated application within seven (7) working days from receipt of a notice of reduction in force. An employee in receipt of a notice of termination under this policy shall be authorized administrative leave to prepare and submit an updated application form. The LN PPP registration will be effective the date the updated application is received by the servicing personnel office.

c. Limitations. If the current encumbered position is unique or a one-of-a-kind position, the incumbent will be advised that a similar position does not exist and other types of positions or other locations must be considered to be able to register.

d. Highest Grade. Eligible employees may register up to the grade equivalent to the current permanent position. In no case will an eligible employee be considered or placed non-competitively into a higher graded position. An eligible employee may compete for a higher graded position without losing eligibility to LN PPP. However, eligibility ceases upon acceptance of a job offer.

e. Period of Eligibility. Eligibility for priority placement is up to one (1) year from the date of LN PPP registration OR until the set date of abolishment, closure, relocation, decrement, or reduction in force, whichever is earlier. When placement is not made prior to the set date of the notified action, the employee will be separated with full rights and benefits in accordance with the contracts and agreement.

f. Recruitment Requests. Each servicing personnel office will review all recruitment requests to determine if placement of a LN PPP registrant may be made. Positions that have entry level grade will be matched at the full performance grade level. PPP registrants must be qualified to be placed into a prospective vacant position. Rating and ranking of applications will be documented in writing via AJ form 2448 or equivalent. If there is more than one qualified registrant, the selecting official will be provided an opportunity to select a registrant that best matches their requirement.

g. Non-acceptance of Placements. When the servicing personnel office sees no valid reason for non-acceptance of placement, management will be advised. Disputes

on non-placement will be forwarded to the Contracting Officer's Representative (COR) for determination. Appeals on COR's determination may be sent through the COR to CPD for final determination.

h. Loss of Eligibility. Eligibility for LN PPP ceases when one of the following actions occurs:

(1) Employee accepts a valid job offer under this program or moved into a different position.

(2) Employee declines a valid offer as defined in paragraph 6d above.

(3) Employee resigns, is separated, or is terminated.

(4) Employee voluntarily requests to be removed from PPP list in writing.

(5) Employee becomes unavailable due to physical condition. Employee may subsequently register when cleared for work by a medical authority. Employee will be required to obtain a fitness for duty determination.

(6) Employee's performance becomes less than satisfactory. When there is a pending performance issue, the employee remains ineligible until the employee's performance is back to at least satisfactory level.

(7) Employee commits an offense. When there is a pending disciplinary action, the employee remains ineligible until a corrective action is taken.

i. Qualification. Employees must be qualified to be placed into a prospective vacant position. Rating and ranking of applications will be documented in writing (AJ form 2448 or equivalent).

j. Limited Term Employment (LTE). LTE offers will not be made to permanent or PRE LN PPP registrants.

k. Detail. LN PPP registrants may be "Detailed" not to exceed the date of termination (RIF) to a position for which they have the KSAs to fulfill a temporary need. In no case will the Detail exceed the date of the approved set date for a notified action.

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8. The point of contact for this policy memo is the USARJ, DCS, G-1, CPMD at 262-8055/8144.



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